

Minutes of the Special Meeting of the Syracuse City Council held on March 25, 2016, at 2:00 p.m., in the Council Conference Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson
Corinne N. Bolduc (arrived at 2:08 p.m.)
Mike Gailey
Karianne Lisonbee (arrived at 2:42 p.m.)
Dave Maughan

Mayor Terry Palmer
City Manager Bovero
City Recorder Cassie Z. Brown

Staff Present: Finance Director Steve Marshall
City Attorney Paul Roberts
Parks and Recreation Director Kresta Robinson
Parks and Recreation Assistant Director Chad Smout
Parks and Recreation Coordinator Aaron Harris

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1. Meeting Called to Order/Adopt Agenda

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Mayor Palmer called the meeting to order at 2:07 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

Councilmember Maughan offered an invocation.

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COUNCILMEMBER GAILEY MADE A MOTION TO ADOPT THE AGENDA. COUNCILMEMBER MAUGHAN SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmembers Bolduc and Lisonbee were not present when this vote was taken.

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2. Parks and Recreation Department Budget Discussion

A staff memo from Parks and Recreation Director Robinson explained the mission statement of the Parks and Recreation Department is “To provide quality, affordable services for its citizens, while promoting community pride, fostering economic development, and preparing for the future.”

- Under the mission of the City, we have reviewed the parks and recreation services provided by the City and created a draft budget that outlines the resources to provide the services effectively.
- In drafting the budget, we followed the guidelines discussed in the November Council Retreat and the following vision statements adopted by Council:

10-Year City-Wide Vision Statements

- *We are a City with well-maintained infrastructure, including roads, utilities, and parks.*
- *In preparation for the West Davis Corridor, we will make provisions for interchanges to accommodate commercial businesses to serve the residents’ needs and to support economic stability of the City.*
- *We are a financially stable City, balancing the cost of services with the level of services that we provide. The City will have minimal or no debt.*
- *The City will incorporate improvements, events, and services that create an overall feeling of connection and pride in the City by its residents.*

Parks & Recreation Vision Statements

- *Syracuse City provides parks and open space for active and passive recreation, with equipment and space for a variety of activities.*
- *There are a wide variety of programs provided by the Parks & Recreation Department.*
- *The Parks & Recreation Department operates efficiently.*
- *The programs offered by the Parks & Recreation Department are financially self-sustaining.*
- *Syracuse City parks and trails have plenty of trees.*

Priority Color Code

Included with this packet is a color-coded review of the Line-Items requests for the Parks & Recreation Department. The colors correspond with the following categories:

- 1) **Yellow** = Optimal Service: These items are not necessary to fulfill the City's mission or the Council's vision for the Parks & Recreation Department, but do provide an improved level of service to the City.
- 2) **Green** = Mission & Vision Critical: These items are necessary to fulfill the City's mission and the Council's vision for the Parks & Recreation Department.
- 3) **Blue** = Short-term Survival: These items are critical to provide basic services. Without them, the Parks & Recreation Department will be able to operate in the short-term, but will suffer in the long run if additional resources are not provided to support the operations.

Overarching Discussion Points

- **5-10 Year Plan:** Over the next year, the Administration would like to work with the City Council to adopt a 5-10 year level of service and staffing plan for the Parks & Recreation Department. The plan would serve as an advisory document that outlines the level of service deemed acceptable to the Council. It also would evaluate the proper staffing levels for Parks & Recreation in order to maintain the acceptable level of service. Finally, the plan would outline measures and triggers that indicate when staffing levels need to be increased or reduced based on service demands.
 - **Additional Cost:** \$0 In-House staff time and minor ancillary costs
- **Proposed Reorganization of the Parks & Recreation Department:** A subcommittee headed by Councilmembers Maughan and Anderson recently investigated and evaluated different organizational structures for the department. Time was spent on several meetings reviewing current and projected workloads, and comparing various alternatives methods in providing parks and recreation services. The findings of the subcommittee are represented in this draft budget proposal. The proposed structure is included in the attachments.
 - **Estimated Additional Cost:**

<i>Convert 2 PT Recreation Coordinators to 1 FT:</i>	<i>\$22,000</i>
<i>Convert 2 PT Park Maintenance Workers to 1 FT:</i>	<i>\$22,000</i>
<i>New PT Event Coordinator:</i>	<i>\$9,600</i>
<i>Move FT Park Maintenance Worker to Foreman Level:</i>	<i>\$12,000</i>
<i>New Superintendent Wages/Benefits :</i>	<i>\$84,125</i>
<i>2 new Equipment/Uniform/Phone:</i>	<i><u>\$6,390</u></i>
	<i>Total: \$156,115</i>
- **5-Year Capital Replacement Plan:** The Parks & Recreation Department will finalize a 5-year capital replacement plan for the City's parks and trails network, along with the Community Center. Much of the initial inventory and research was conducted under the scope of work for the Parks Master Plan contract. Of particular note is the need for equipment storage space.
 - **Additional Cost:** \$0 In-House staff time and minor ancillary costs
- **Improvements in Park Irrigation Systems:** The City is researching ways to improve the efficiency and effectiveness of the park irrigation systems. Doing so will not only use water resources more efficiently, but will also save hours in coordinating the systems in each park. This draft budget proposes an improvement in Founders Park's system, which has been modified over the years in an ad hoc fashion. It currently has 3 user clocks, and 17 battery-operated clocks. This budget proposes to install a central irrigation controller that will connect all of the clocks into one controller, and will be capable of remote scheduling via Wi-Fi. This will be a significant improvement in saving time, money, and water, as the irrigation system can be controlled via smart phone or computer, versus manually. Assuming a successful outcome, other park irrigations systems will be upgraded in the future.
- **Trail Surface Treatment:** Asphalt preservation treatment is essential to maximizing the life of the Emigration Trail. While the trail is in relatively good shape, this budget proposes to apply a high-density mineral bond surface treatment over the entire stretch of the trail in Syracuse City, which will extend the life of the trail for several years. These maintenance measures prove to be more cost-effective than total asphalt replacement.
- **Park Improvement Program:** The proposed park improvement budget is based solely on funds available in the Park Impact Fee fund. General Fund money can be used to supplement park improvements, however. Such was the case with the 2015 Jensen Bond payoff. Our estimated funds available from the Park Impact Fee Fund for FY2017 is \$1.96 million from the sale of Jensen Park property, plus a net \$320,000 in new impact fees. Below are the planned projects:
 - **Develop Bluff/3000 West Trailhead:** \$ 70,000

○ Tuscany/Ranquettes Park Improvements:	\$ 125,000
○ Large Pavilion at Centennial Park:	\$ 100,000
○ Bluffridge Pavilion	\$ 50,000
○ Parkland Acquisition	<u>\$1,960,000</u>
Total:	\$2,305,000

- **Tree Program:** As previously discussed with the Council, the City will set aside funds for an ongoing tree planting program. Particular emphasis will be placed on shade trees for parks, as was indicated as a priority in the 2015 Parks Survey.
- **Volunteer Background Checks:** The Parks and Recreation Department currently runs over 750 background checks per year on coaches, assistant coaches, and any other volunteer working with the youth. Due to a recent change in the City’s authorization to access the State’s Bureau of Criminal Investigations records, the Parks & Recreation Department can no longer run background checks directly. Instead, we will need to either have the Police Department run them, or pay a third party service. This is a recent change, so we are currently in the process of analyzing the most cost-effective manner. Either of the two methods will cost more money, whether it be overtime costs of the PD, or service fees through a third party.
- **Landscaping Contract for City Properties:** In an effort to focus attention to parkland, we are looking into a landscaping maintenance contract for non-park properties, such as City Hall, detention basins, and subdivision entryways that are owned by the City.

The memo concluded that included in the packet are line-item operational budget proposals along with the capital projects budgets for Parks and Recreation for Council consideration.

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City Manager Bovero reviewed the staff memo, after which Parks and Recreation Director Robinson proceeded with a review of the line-item budget requests for the various budgets managed within her Department. There was brief general discussion among the Council and staff throughout Ms. Robinson’s presentation, the purpose of which was to help the Council gain a clearer understanding of the operations of the Department. Throughout the discussion there was a focus on items such as Department uniforms, association memberships and travel and training opportunities, equipment recertification (specifically football helmets), volunteer coach training and the City’s liability associated with volunteers acting contrary to the training they have received from the City, recreation program participation and whether the fees paid by participants cover the costs of offering each program, expanded programming and activity offerings, costs associated with background checks for volunteer coaches, consolidation of exercise equipment into one City facility, marketing and focusing on the positive aspects of special events, funding dedicated to committees or councils throughout the City and options for including notations in the budget document to provide greater transparency regarding the funding, the City’s policy regarding playground structure safety, capital equipment purchases or replacements, history of the assignment of the Cemetery Sexton to the Public Works Department, improvement and beautification of the City’s trail system, conversion of the current Parks irrigation system to a smart irrigation system that will allow for wireless and remote control of sprinkling systems throughout the City, implementation and continuation of Councilmember Maughan’s Tree Initiative, discontinuation of operation of the ice rink in favor of partnering with The Rush to operate the facility during the winter months, replacement or repair of the baseball backstops at Founder’s Park, volunteer project opportunities, phasing of various park projects, use and programming of park acquisition impact fee revenues, five-year vehicle maintenance and replacement plan, and scheduling a tour of Parks and Recreation facilities.

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Mr. Bovero then provided the Council with an overview of the staffing proposal for the Parks and Recreation Department. He used the aid of flow-charts to provide an explanation of the differences between the current staffing structure and the proposed restricting of the Department’s staff. There was a focus on providing adequate staffing in order to allow Ms. Robinson to actually act as the Department Director rather than force her to do duties that could be handled by lesser-paid employees. Councilmember Maughan stated that as he and Councilmember Anderson participated in a sub-committee to consider staffing needs for the Department, they felt that it would be appropriate to create a special events coordinator position to take some of the load off of Ms. Robinson relative to the multiple special events that the Department is responsible for throughout the year. He added they also felt it necessary to hire that person in the current budget year to allow the new employee to become involved in planning the 2016 Heritage Days celebration scheduled for June. Councilmember Anderson stated that there was also discussion of incentivizing the new employee to actually create new events in the City by offering them a portion of the revenue generated by new event as a bonus. She stated the more events the person can bring to the City, the more money the Department will receive; additional events will also help to market the City.

Mr. Bovero then discussed the proposal to reorganize the Department and create a superintendent position in the Department. Discussion of this proposal ensued, with Councilmember Lisonbee inquiring as to the fiscal impact of all staffing proposals. Mr. Bovero stated the total cost is \$156,115 per year including benefits. Councilmember Maughan stated that during the sub-committee meetings there was a focus on the fact that there have not been opportunities to provide attention to parks independent of recreation due to lower than acceptable staffing levels. These new positions will solve that problem. Councilmember Lisonbee stated she is very concerned about the cost of the proposal in a year where many other Departments are also asking for increased staffing levels. Councilmember Maughan stated that the sub-committee considered the number of park acres in the City and the number of employees available to maintain that space; other cities have nearly four times the number of employees available to maintain parks and it is not hard to figure out why it has been difficult for the Parks and Recreation Department to properly maintain park space. Councilmember Bolduc stated she wants to figure out how to offset the cost associated with the staffing level increases. Councilmember Maughan stated he would like to discuss those options during a closed session.

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3. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or reasonably imminent litigation; or the purchase, exchange, or lease of real property

COUNCILMEMBER MAUGHAN MADE A MOTION TO CONVENE IN A CLOSED EXECUTIVE SESSION PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS LAW FOR THE PURPOSE OF DISCUSSING THE PURCHASE, EXCHANGE, OR LEASE OR REAL PROPERTY AND PENDING OR REASONABLY IMMINENT LITIGATION. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

The closed session began at 4:35 p.m.

The meeting reconvened at 5:55 p.m.

5:55:48 PM

COUNCILMEMBER MAUGHAN MOVED TO ADJOURN THE MEETING. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: April 12, 2016